

# Registration

Name \_\_\_\_\_ Olbrich Member? Yes \_\_\_\_\_ No \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening/Weekend Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Would you like to receive class information and registration confirmation by e-mail? Yes \_\_\_\_\_ No \_\_\_\_\_

Your e-mail address will not be shared with any other individuals or organizations.

Please tell us where you obtained this registration form:

inserted in a newsletter  
  mailed alone  
  picked up in Olbrich's lobby  
 from Olbrich's website  
  from a friend  
  at an Olbrich class other: \_\_\_\_\_

Please make copies of this form, download a form from [www.olbrich.org](http://www.olbrich.org) or contact Olbrich for forms for each additional registrant.

**Non-members! Become a new Olbrich member now! Send your membership (on Page 10) with this registration and get a free class up to \$12 or deduct \$12 from a higher-priced class.**

Course Code	Course Name	Child's Name/Birth Date (for children's classes)	Cost \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Feel free to attach additional courses on another sheet of paper.

Personal check# \_\_\_\_\_ Total \$ \_\_\_\_\_

MasterCard or Visa Number \_\_\_\_\_ Exp. \_\_\_\_\_

Mail completed form with payment to:  
**Olbrich Botanical Gardens, 3330 Atwood Avenue,  
 Madison, WI 53704, or Fax 608/246-4719**

**Mail your registration now. Class size is limited!**

## How to Register

Pre-registration required for all classes and programs except where noted. Registration deadlines are one week before classes. Please register early; class sizes are limited or classes may be cancelled due to low early enrollment. To hold your space in class, payment is due with registration using check, cash, MasterCard, or Visa. Walk-in registration available when space allows. Call (608) 246-4550 for space availability. If using your volunteer benefit card, you must pre-register for applicable classes.

## Materials Fees

Unless otherwise stated, class fees include all materials.

## NEW! Online Class Registration

Olbrich Botanical Gardens is happy to announce WebTrac online class registration! Use WebTrac to view course offerings and availability at <https://www.cityofmadison.com/olbrich/vsiwebtrac.html>, or visit Olbrich's web site for a link. Registration by phone and mail is still available. For more information about online class registration, visit [www.olbrich.org](http://www.olbrich.org) or call (608)246-4550.

## Food & Beverage Availability

Olbrich does not have food available for purchase. Unless otherwise stated, please bring your own snack or lunch to classes that run through lunchtime. Beverage vending machines available for the public

in the Visitor Center Lobby.

## Cancellations and Refunds

Courses cancelled due to low enrollment or hazardous weather conditions are refunded automatically. You'll be notified by phone if a program is cancelled. Olbrich cannot be responsible for lack of notification if you do not have an answering service. In cases of inclement weather, call (608)246-4550 to check the status of the program. Other than cancellations, registration fees are refunded at the participant's request only by a seven-day notice.